

Responsible Office: Code ID/Assessments and Technology Division  
Subject: Foreign Visit Request Procedures



Assessments and Technology Division  
Office of External Relations

Office Work Instruction

Foreign Visit Request Procedures

Approved by: \_\_\_\_\_  
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## DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		01/11/00	
Revision	A	4/27/00	Revisions reflect review of HOWIs to address Pre-Assessment Audit of Feb 2000, as follows: <ol style="list-style-type: none"><li>1. Minor editorial changes to Sections 5, 6 and 7 to ensure clarity and consistency of procedure.</li><li>2. Section 3 and Appendix A revised to make clear that official IVC Form is available from the AIVC in Code ID.</li></ol>

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## **1. Purpose**

The purpose of this Office Work Instruction is to document the procedures performed within the Office of External Relations (OER) for the review and approval of requests for visits by Foreign Nationals (FN's) to NASA Headquarters, NASA Centers, and JPL.

## **2. Scope and Applicability**

- 2.1 This OWI covers Foreign National Visit procedures performed in OER as defined in NPD 1371.5, "Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA" and NPG 1371.2, "Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives".
- 2.2 The OWI applies to the Office of External Relations, and covers visits by foreign nationals to NASA Headquarters, NASA Centers, and JPL.
- 2.3 Activities under this OWI are performed within the OER's Assessments and Technology Division (Code ID) by the HQ IVC and AIVC.

## **3. Definitions**

- 3.1. AIVC: Assistant International Visits Coordinator is responsible for coordinating all foreign national visits to NASA HQ, Centers, and JPL.
- 3.2. Designated Areas: Those countries of special concern or interest as identified in Appendix A of NPG 1371.2, "Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives".
- 3.3. DO: Office of External Relations Desk Officer responsible for the Country or Enterprise.
- 3.4. FVR: Foreign Visit Request.
- 3.5. HQ IVC: Headquarters International Visits Coordinator supervises the AIVC and approves FVRs.
- 3.6. Code ID: Assessments and Technology Division.

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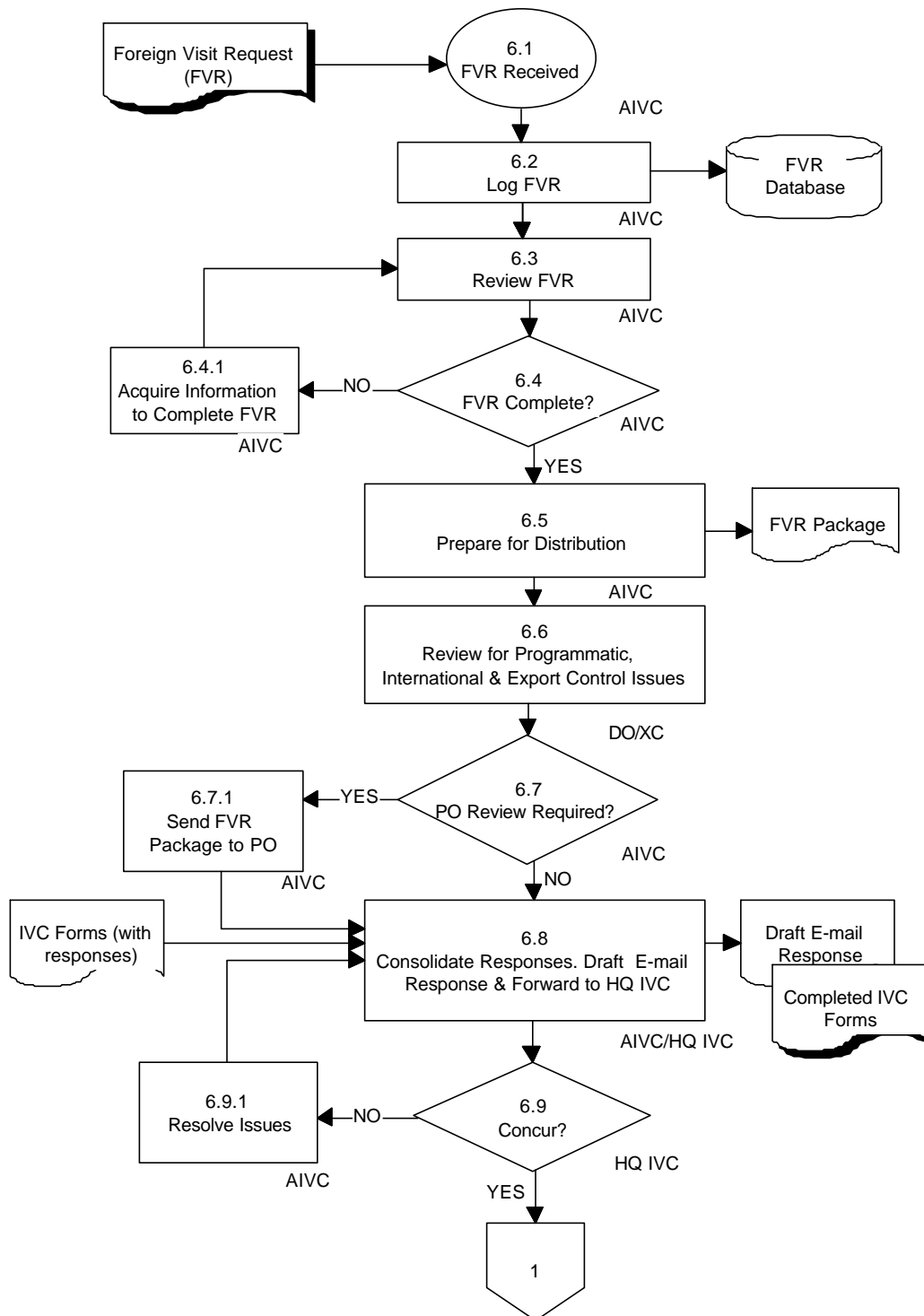
- 3.7. IVC Form: The International Visits Coordinator Form is an internal form generated and controlled by the AIVC. The IVC Form is used to process FVRs.
- 3.8. PO: NASA Headquarters Program Office.
- 3.9. XC: Export Control section within Code ID.

#### **4. References**

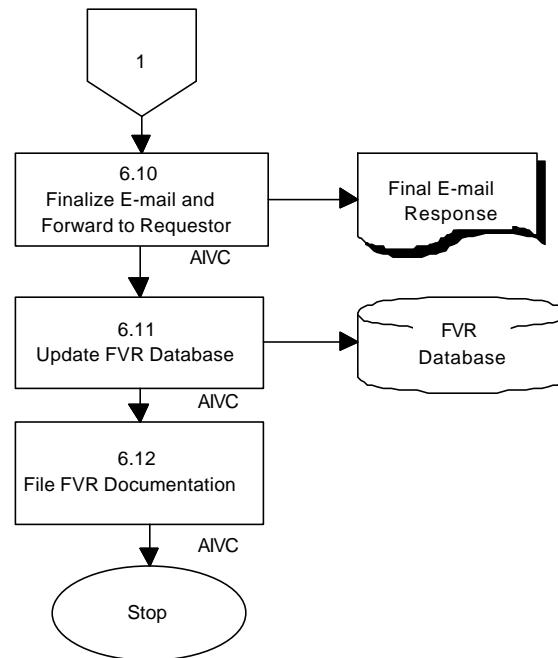
- 4.1 NPD 1371.5, "Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA"
- 4.2 NPG 1371.2, "Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives"
- 4.3 NAS7-1407 (NASA/CalTech Contract), Section H-49

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## 5. Flowchart



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## 6. Procedure

Step	Actionee	Action
6.1	AIVC	Receive foreign national visit request (FVR), with any associated background data. FVR can be received in the form of an e-mail or hardcopy.
6.2	AIVC	Log the FVR into the FVR database.
6.3	AIVC	Review the FVR to ensure that it was appropriately forwarded to HQ for approval and to ensure that all information is complete.
6.4	AIVC	If the FVR is complete, proceed to Step 6.5; if not, go to Step 6.4.1.
6.4.1	AIVC	Acquire information to complete FVR.
6.5	AIVC	Prepare IVC Form (see Appendix A for example of form). Assemble the FVR package, which includes the IVC Form, the FVR and any associated background data. Make copies of the FVR package and distribute to the cognizant Desk Officer (DO) and the Export Control (XC) section for review.
6.6	DO and XC	Review FVR package for programmatic, international, and export control considerations and forward response to AIVC.
6.7	AIVC	Determine whether the FVR requires Program Office (PO) review. If PO review is required, go to Step 6.7.1. If PO review is not required, go to Step 6.8.
6.7.1	AIVC	Send FVR package to PO for review.
6.8	AIVC  HQ IVC	Consolidate the responses (received on IVC Forms) from Steps 6.6 and 6.7.1 (if PO concurrence required). Prepare a draft e-mail response to the requestor. Forward the draft e-mail response to the HQ International Visits Coordinator (HQ IVC) for approval.  Concur or non-concur on the draft e-mail response. If non-concurring, provide comments to AIVC.
6.9	HQ IVC	If the HQ IVC does not concur, go to Step 6.9.1. If HQ IVC concurs, go to Step 6.10.
6.9.1	AIVC	Resolve issue(s) with requestor and/or reviewers. Return to HQ IVC in Step 6.8.
6.10	AIVC	Finalize e-mail response to the FVR and forward it to the requestor.

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6.11	AIVC	Update FVR database to reflect closed FVR.
6.12	AIVC	File FVR documentation, including the FVR; the completed IVC Forms; a hardcopy of the final e-mail response to the requestor; and any associated background data.

## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Foreign Visit Request (FVR)	AIVC	Code ID	Hard Copy	Schedule 1 Item 35	Destroy 2 Years After Termination of Visit
Completed IVC Forms	AIVC	Code ID	Hard Copy	Schedule 1 Item 35	Destroy 2 Years After Termination of Visit
Final E-mail Response	AIVC	Code ID	Hard Copy	Schedule 1 Item 35	Destroy 2 Years After Termination of Visit

## 8. Appendix

A. ID/International Visits Coordinator's Office Coordination of Request for Visit by Foreign National (IVC Form)



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**APPENDIX A: ID/INTERNATIONAL VISITS COORDINATOR'S OFFICE**  
**COORDINATION OF REQUEST FOR VISIT BY FOREIGN NATIONAL**  
**(Not the official version. Provided as exhibit only.)**

Date Received in ID: \_\_\_\_\_

Date Entered into Database: \_\_\_\_\_

Center to be Visited: \_\_\_\_\_

**1. PROPOSED VISITOR**

Name: \_\_\_\_\_

Country: \_\_\_\_\_

Dates of Proposed Visit: \_\_\_\_\_

Visa Type: \_\_\_\_\_

Requesting Organization: \_\_\_\_\_

NASA-Issued **IAP-66 Requested:** Yes\_\_\_\_ No \_\_\_\_

JPL-Issued **IAP-66: Copy requested** \_\_\_\_\_

"Other" Issued **IAP-66: Copy requested** \_\_\_\_\_

**2. COORDINATION/CONCURRENCE**

\_\_\_ **CODE I DESK OFFICER REVIEW:** \_\_\_\_\_  
Code/Name Date to Desk Officer

-Applicable International Agreement: \_\_\_\_\_

- **Code I Desk Officer Concurrence:** Yes / No Desk Officer's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_ **PROGRAM OFFICE REVIEW:**

Code/Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Program Office Concurrence:** Yes / No Reviewer's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_ **CODE ID REVIEW:** Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Export Review Concurrence:** Yes / No Reviewer's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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**PLEASE RETURN THIS DOCUMENT TO ID/\_\_\_\_\_, INTERNATIONAL VISITS COORDINATOR'S OFFICE, NOT LATER THAN:\_\_\_\_\_**  
**TELEPHONE: 358-1654 FAX: 358-3099**